

~~SECRET~~
SECURITY INFORMATION

Assistant Director,
Inspection and Security Office
Chief, Administrative Services

17 December 1951

Vital Materials Program

1. Attached for immediate reference is a copy of the operating procedure for the Vital Materials Program.

2. An examination of administrative controls for the deposit of such materials reveals that, for activities under your jurisdiction, the date of the last deposit was 29 September 1951, and, thus, exceeds the customary thirty-day period of safety. Throughout this period of inactivity, a telephone call has been made each week to the area records officer requesting that a deposit be made. It is suggested that a review of the Vital Materials Program within your office be made to determine whether:

a. Sufficient attention is being given to the importance of the program.

b. Deposits to date are as current as they should be in carrying out the objectives of the program?

3. This memorandum is sent to you in order that you may be informed of the current situation and for such appropriate action as you may determine necessary. Similar memoranda will be sent to you whenever deposits have not been made for a period of thirty days or more.

STAT

Attachment:
Operating Procedure

MM:cmq

Distribution:

Asst. Dir.-I&S

Medical

OPC

Personnel

Training

Director's Office

Admin Ser Off

Rec Mgmt Br.

29 Sep.

6 Oct.

26 Oct.

19 Oct.

22 Sep.

29 Sep.

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